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FILED: 8/9/31  
RETURN TO [REDACTED]  
RECORDS MANAGEMENT DIVISION  
FEB 15 1955

*Rec Mgt 5*

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MEMORANDUM TO: Commanding Officer, [REDACTED]  
Chief, Records Management Division,  
Management Staff, DD/S  
Chief, Physical Security Division, SO  
Chief, Supply Division, LO  
Chief, Real Estate and Construction Division/LO

FROM : Acting Chief, Transportation Division/LO

SUBJECT : Tentative Changes in Scheduled Movement of the  
Records Center to [REDACTED]

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REFERENCES : (a) Memo from Acting Chief, Transportation Division,  
to Chief of Logistics, Subject: Movement of  
Agency Records Center, dated 22 December 1954.

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1. Paragraph 5. j. of Reference (a), which was concurred in by  
all addressees makes the Transportation Division responsible for  
overall coordination of the move of the Records Center from [REDACTED]  
to [REDACTED]

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2. Paragraph 7. of Reference (b) states that the Transportation  
Division is responsible for notifying all concerned of any changes in  
the proposed movement plan.

3. Because of unavoidable delays in the completion of the new  
Records Center Warehouse at [REDACTED] it has become necessary to change  
the scheduled starting date for the movement of records from 1 Feb-  
ruary 1955 to approximately 1 March 1955. In addition, it was found  
necessary to move a certain amount of shelving to [REDACTED] which had not  
been a part of the original movement plan. The shelving was moved  
to [REDACTED] during the period 7 to 13 January 1955 and will be installed  
on the first floor of the new [REDACTED] during the  
period 13 to 27 February 1955.

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4. Providing the shelving is erected at [REDACTED] as scheduled, it is  
planned to commence the actual movement of records on Monday, 28 Feb-  
ruary 1955. Therefore, in accordance with the agreements reached in

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References (a) and (b), it is requested that arrangements be made to accomplish the following:

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a. [REDACTED] — Provide sufficient laborers in the new Records Center Warehouse to assist in unloading trucks, shelf records and loading empty pallets on trucks for return to [REDACTED]

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b. The Chief, Records Management Division, Management Staff, DD/S — Provide personnel for supervising the handling of records at [REDACTED] for the entire period of the move.

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c. The Chief, Physical Security Division, SO — Provides a security escort, with vehicle, to accompany trucks transferring records to [REDACTED] for the entire period of the move. It is planned that trucks will leave [REDACTED] at approximately 1000 hours each normal work day.

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d. The Chief, Supply Division — Provide one forklift with operator for use at [REDACTED] for the entire period of the move. The forklift has already been sent to [REDACTED] and only the operator will be required beginning 28 February 1955.

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e. The Chief, Real Estate and Construction Division/ID — Provide a crew of laborers and one forklift operator and a forklift at [REDACTED] for the entire period of the move to perform the following tasks:

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(1) Load pallets with records.

(2) Load pallets on trucks.

(3) Disconnect steel shelving into component sections.

(4) Load shelving on vehicles after the movement of the records has been completed. In this connection, it is understood that a contract is being awarded for installing this shelving on the second floor of the Records Center Warehouse at [REDACTED]

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5. Although the dates for the scheduled transfer of records

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from [REDACTED] have been moved up one month, the hours of operation and number of pallets to be moved will remain substantially as in the old schedule.

6. The following is a graph indicating estimated starting and completion dates of various phases of the move:



A — Commence moving shelving from Washington to [REDACTED]

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C — Commence movement of records.

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D — Commence moving shelving now installed at [REDACTED]

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F — Entire project completed.

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LO/TD/DRB:ecb (15 February 1955)

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